

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-  
**EMS 031**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Emergency Medical Services Division	3. CLASS TITLE Health Program Specialist I
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8338-004

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Health Program Manager-I, the Health Program Specialist I is a member of the Disaster Medical Services Planning, Exercises, Training & Threat Assessment Section and is responsible for performing the following duties:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
40%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to achieve operational efficiency, working as part of a team with lead responsibility in planning, organizing and preparing for disaster medical response operations as directed by management in accordance with the appropriate California Codes, Regulations, statutes, and department policy and procedures using a personal computer and Microsoft products.</p> <p>In order to oversee work products of assigned teams and perform the more difficult technical work required by the project the Disaster Medical Specialist:</p> <ul style="list-style-type: none"> <li>Develops, maintains and implements disaster medical response plans, medical mutual aid plans, communication plans, plan annexes, policies, procedures and protocols in accordance with departmental policy and procedures; using program knowledge and previously developed templates.</li> <li>Develops and maintains State-level medical disaster response readiness by participating, developing, and implementing a training and exercise program both for internal department staff as well as in conjunction with our disaster response partners using the Office of Domestic Preparedness (ODP)/FEMA and Office of Homeland Security (OHS) exercise models and in accordance with office policies and procedures.</li> </ul>
25%	<p>In order to ensure the accuracy and completeness of a variety of disaster medical preparedness and response issues:</p> <ul style="list-style-type: none"> <li>Analyzes and develops issue papers and concept papers, including policies or legislation affecting disaster medical program development using program knowledge, internet and periodical research in accordance with departmental policies and procedures.</li> <li>Develops and implements policy relative to the State's role in disaster medical response planning, preparedness, response, and recovery transcending multi-level public jurisdictional and private sector interests by performing internet and periodical research in accordance with departmental policies and procedures.</li> </ul>



**SPECIAL PERSONAL REQUIREMENTS**

Travel within and outside the State of California is required for this position. Anticipate approximately 10% travel.

The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

**DESIRABLE QUALIFICATIONS**

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

**INTERPERSONAL SKILLS**

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, business dress for a professional office
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Ability to consistently exercise good judgment and effective communication skills
- Ability to travel once or twice per month and work overtime as needed.

11. SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

Laura Venegas

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE